




ERNIE FLETCHER
GOVERNOR

CABINET FOR HEALTH AND FAMILY SERVICES
DEPARTMENT FOR MEDICAID SERVICES
COMMISSIONER'S OFFICE
275 EAST MAIN STREET, 6W-A
FRANKFORT, KENTUCKY 40621-0001
(502) 564-4321 (502) 564-0509 FAX
WWW.KENTUCKY.GOV

JAMES W. HOLSINGER, JR., M.D.
SECRETARY

MEMORANDUM

TO: Persons or Groups of Persons Requesting Time for Presentations at Pharmacy and Therapeutics Advisory Committee Meetings

FROM: Russ Fendley 
Commissioner

DATE: September 7, 2004

SUBJECT: Pharmacy and Therapeutics Advisory Committee Presentations

The Cabinet for Health and Family Services has established a very aggressive schedule for evaluating drug classes for the Preferred Drug List. To maintain that schedule, presentations from interested parties at Pharmacy and Therapeutics (P&T) Advisory Committee meetings will be allowed based on 907 KAR 1:019.

- A. A **public presentation** at a P&T Committee meeting shall comply with the following:
1. The time limit for a verbal presentation shall not exceed five (5) minutes in aggregate per drug per manufacturer or five (5) minutes by an individual speaking on a particular position;
 2. A request to make a verbal presentation shall be submitted in writing via FAX or e-mail to the department with a copy to the chair of the P&T Committee no later than forty-eight (48) hours in advance of the P&T Committee meeting;
 3. An individual may only present new information (package insert changes, new indication or peer-reviewed journal articles) on a product or information on a new product; and
 4. A presentation shall be limited to an agenda item.
2. **Nonverbal comments**, documents, or electronic media material (limited to package insert changes, new indication, or peer reviewed journal articles) shall be:
1. E-mailed to the department in a Microsoft compatible format (for example, Word, Power Point, Excel or other standard file formats including Adobe Acrobat's pdf format);
or

2. Mailed to the department with a total of eighteen (18) copies mailed so that the department may distribute copies to P&T Committee members as well as to any other involved parties; and
3. Received by the department no later than seven (7) days prior to the P&T Committee meeting.

In order to allow for a full five minutes of presentation, the presenter must have the presentation on either a CD or disk to be displayed on the laptop available at the meeting. No exchange of laptops with the projector will be allowed. Electronic information should be submitted to dan.yeager@ky.gov or faxed to 502-564-0509.

If there are any questions contact Dan Yeager, RPh at 502-564-7940.

RF/dy/deb

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